

PART I	DEPARTMENT OF HUMAN RESOURCES DEVELOPMENT	8.682
	STATE OF HAWAII	8.683
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	Class Specifications	8.686
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AIRPORT OPERATIONS CONTROLLER SERIES

Series Definition:

This series include all classes of positions the duties of which involve the operational control of those ground areas available to aircraft, airline and support personnel and associated vehicles and equipment at Honolulu International Airport (HIA) or a neighbor island airport. The positions are concerned with such functions as the assignment and control of aircraft parking positions, direction and control of the movement of aircraft and vehicles on the ramp, inspection of runways, taxiways, aprons, enforcement of aircraft and vehicular operational rules and regulations, etc., and during emergencies, alerting emergency and rescue units, notifying other agencies involved and transmitting and expediting communications as required.

Positions in these classes are assigned to ramp control units at the HIA or a neighbor island airport, which operate in excess of 40 hours per week and on a seven days a week basis. Therefore, positions in Levels I and II, and some positions in Level III are required to work rotating shifts as assigned by the supervisor.

Class levels in this series are distinguished from each other by differences in:

1. The scope, level and complexity of airport ground operations control work which is conditioned by the intensity of the airport operation.
2. The nature of supervision received and the level of independent judgment required in performing the work.
3. Supervisory unit activities performed which are conditioned by the organization setting, and the complexity and intensity of the work situation.

This is the first specification for the new class AIRPORT OPERATIONS CONTROL UNIT SUPERVISOR I (AIRPORT OPTNS CONT UT SUPVR I), effective February 16, 1994; a change in class code and class title for the class Airport Operations Control Unit Supervisor (8.685) to AIRPORT OPERATIONS CONTROL UNIT SUPERVISOR II (AIRPORT OPTNS CONT UT SUPVR II), 8.687; and an amendment to the specifications for the classes AIRPORT OPERATIONS CONTROLLER I, II and III and AIRPORT OPERATIONS CONTROL UNIT SUPERVISOR, which were approved on February 6, 1985.

DATE APPROVED: _____
JAMES H. TAKUSHI
Director of Human Resources Development

AIRPORT OPERATIONS CONTROLLER I
(AIRPORT OPTNS CONTROLLER I)

8.682

Distinguishing Characteristics:

This is the entry-level trainee class in the series. Incumbents receive orientation and on-the-job training in airport ground operations control work operations and procedures. During their initial training period, such incumbents work with higher level personnel and receive specific guidance. As competence is gained, increased independence and scope of work are evidenced.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Participates in orientation and formal training sessions; studies operating policies and procedures; carries out specified work operations in a learner capacity in accordance with instructions; and assists higher level personnel, and as competence is gained, assumes independent performance of various work functions.

Knowledges and Abilities Required:

Knowledge of: Basic English.

Ability to: Understand and follow oral and written instructions; learn and interpret airport safety regulations and standard operating procedures; deal forcefully yet tactfully with others; speak effectively; learn the operation and use of radio communications in the work; learn general airport and ramp operations; act effectively in emergencies; and prepare simple reports and keep simple records.

AIRPORT OPERATIONS CONTROLLER II
(AIRPORT OPTNS CONTROLLER II)

8.683

Distinguishing Characteristics:

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This class reflects the independent performance of airport ground operations control work in accordance with standard operating procedures and special instructions under emergency or other unique conditions. Controls aircraft parking and movement, enforces regulations and operates radio communications to maintain safety and operational efficiency in airport ground operations areas; and maintains logs and records, prepares reports and tabulates aircraft revenue landings. Work is subject to periodic review for adherence to instructions and the correctness of decisions in situations requiring tact and forcefulness.

Type A: Works independently at HIA under the general supervision of a senior controller/shift supervisor.

Type B: Regularly assigned to work as the sole airport operations controller on a shift at a neighbor island airport.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Assigns gate positions and terminal holding rooms to air carriers for arriving and/or departing aircraft; assigns aircraft to storage areas for engine testing and layovers; coordinates movement of aircraft involved in bomb threats and other emergency situations; notifies air carriers of over parking and requires the removal of aircraft; receives and relays information and instructions by radio communication relative to regular operations and emergencies; patrols operational areas to monitor ground operations, aircraft and vehicular traffic and ramp assignments; performs inspections of all runways, taxiways, ramps, apron areas and storm drains for obstructions, damage to pavements and lights, or other hazardous conditions, and reports or takes immediate action to correct such conditions; enforces safety and other regulations regarding fueling, aircraft ground movements and other activities; escorts or directs, by use of radio-equipped vehicles, authorized personnel on the ramp or aircraft operating areas; prepares reports, maintains logs and records, tabulates aircraft revenue landings; and issues violation notices and citations as necessary.

In addition, Type B positions may compute and collect revenue landing fees; may participate in providing airfield procedures orientation and training to airline personnel; and may issue Notices to Airmen to close runways/taxiways in accordance with established policies and procedures.

Knowledges and Abilities Required:

In addition to knowledges and abilities required at the next lower level, positions in this class require knowledge of general airport and ramp operations, the operation and use of radio communications equipment used in the work, and standard operating procedures; and the ability to independently carry out work operations, including in emergencies, and recognize hazardous and improper airport operating conditions.

AIRPORT OPERATIONS CONTROLLER III
(AIRPORT OPTNS CONTROLLER III)

8.684

Distinguishing Characteristics:

Serves as a senior controller on a shift at HIA.

In addition to the independent performance of aircraft ground operations control work, positions in this class direct the work of one or more lower level Airport Operations Controllers on an assigned shift at HIA. General supervision is received from the Airport Operations Control Unit Supervisor II, and work is performed in accordance with standard operating procedures. In the absence of the unit supervisor, positions in this class may provide relief (e.g., represent the unit supervisor at meetings, conduct inspections, coordinate escorts as assigned).

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Assigns gate positions and terminal holding rooms to air carriers for arriving and/or departing aircraft; assigns aircraft to storage areas for engine testing and layovers; coordinates movement of aircraft in emergency situations; notifies air carriers of over parking and requires the removal of aircraft; receives and relays information and instructions by radio communication; patrols operational areas to monitor ground operations and traffic movements; inspects runways, taxiways, ramps and other areas for obstructions, damage and other hazardous conditions, and reports or takes immediate action to correct such conditions; enforces safety regulations; escorts or directs authorized personnel on the ramp or aircraft operating areas; issues notices and citations as necessary; tabulates aircraft revenue landings; assigns and reviews the work of assigned lower level personnel; participates in providing on-the-job training and airfield procedures orientation for new employees; assures the proper conduct of operations on a shift and handles emergency and other unusual situations; and prepares

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reports and keeps records.

Knowledges and Abilities Required:

In addition to those knowledges and abilities required at the lower level, positions in this class require the ability to assign and direct the work of others, instruct them in operating procedures, give leadership in emergency situations, assume charge of a shift operation, and recommend changes in work procedures.

<u>AIRPORT OPERATIONS CONTROL UNIT SUPERVISOR I AND II</u>	8.686
(AIRPORT OPTNS CONT UT SUPVR I AND II)	8.687

Distinguishing Characteristics:

These classes reflect full-time supervisors with overall responsibility for organizing, scheduling, supervising and directing airport ground operations control activities at HIA or at a neighbor island airport with significant ground operations control activity. Positions in these classes exercise technical and administrative supervisory functions over a unit of Airport Operations Controllers responsible for the performance of airport operations ground control work; direct/conduct the training of subordinates; coordinate and schedule unit activities; review and report on overall operations; and develop and recommend changes in work procedures.

LEVEL I: Organizes, schedules, supervises and directs airport ground operations control activities at a neighbor island airport which involve directly supervising a group of Airport Operations Controller II positions.

LEVEL II: Organizes, schedules, supervises and directs airport ground operations control activities which involve supervising Airport Operations Controller II and III positions at the HIA on a 24-hour, seven days a week basis.

Examples of Duties: *(Positions may not be assigned all of the duties listed, nor do the examples necessarily include all the duties that may be assigned. The omission of specific statements does not preclude management from assigning such duties if such duties are a logical assignment for the position. The classification of a position should not be based solely on the examples of duties performed.)*

Schedules work shift assignments; reviews and evaluates work operations; identifies the need for procedural changes, assesses the problem, develops solutions, coordinates with affected parties, recommends changes and implements approved revisions; develops standard operating procedures; develops operating budget proposals and justifications; participates in staff meetings as necessary; conducts/directs the training of new employees; recommends hiring of new employees and evaluates the work of all subordinates; supervises the assignment and review of the work of shifts; assures the proper conduct of operations on shifts and handles emergency and other unusual situations; serves as a member on various safety and security committees; may perform safety inspections of areas other than ramp, such as pedestrian walkways and ticket areas; computes and collects revenue landing charges; controls, distributes and coordinates the maintenance of portable and fixed position radio communications equipment; maintains liaison with various contractors engaged in airfield

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construction projects to ensure that aircraft operations are not disrupted and safety is maintained; maintains liaison with airport staff and other agencies (e.g., FAA, Air Carriers, Fixed Base Operators) in coordinating ground activities; coordinates the closing of runways and taxiways; performs aircraft ground operations control work in emergencies; and maintains logs and other records.

In addition, Level I positions may conduct/direct the provision of airfield procedures orientation and training to airline personnel; may issue Notice to Airmen to close runways/taxiways in accordance with established policies and procedures; and may provide assistance to smaller district airports (e.g., issue Notice to Airmen and/or coordinate ramp control activities for special events).

Knowledges and Abilities Required:

In addition to knowledges and abilities required at the next lower level, positions in these classes require the ability to organize, schedule and direct overall aircraft ground operations functions, develop and conduct training, and evaluate work operations; prepare budget estimates and justifications; develop, propose and implement procedural changes, including interaction with other affected operational units.

In addition, the class Airport Operations Control Unit Supervisor II requires knowledge of principles and practices of supervision.